

PERSONNEL BOARD AGENDA
Monday, June 7, 2010 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson, Eddie Garcia, Vice-Chairperson, Ann Infante, Member, Beatriz Sosa, Member, and Grecia Ferro Ameneiro, Member

ELECTIONS

Request to hold **Elections** for the positions of Chairperson and Vice-Chairperson.

AGENDA

1. Request to approve the minutes of the May 17, 2010 Personnel Board meeting (with a copy of the Lead Mechanic job description reflecting the revision requested by the Personnel Board).
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received May 2010:
 1. Hensen Fernandez Fleet Department
 2. Humberto Galvis Fleet Department
 3. Roberto Pineiro Fleet Department
3. Report of **Leave Without Pay** List for May 2010.
4. Report of Civil Service **Appointments** for May 2010.
5. Report of Civil Service **Resignations** for May 2010.
6. Report of **Maternal/Paternal Leave** for May 2010.
 1. Alexander Gonzalez Fire Department
 2. Armando Gonzalez, Jr. Fire Department
7. Report of **Leave of Absence** for May 2010. **None**

8. Request to conduct a Civil Service examination for the **Solid Waste Inspector** position with the following criteria:
- a. In house
 - b. 60% Written
 - c. 40% Education/Experience
 - d. Must obtain a minimum score of 70% on the written examination.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.
 - f. Rescind exam request approved October 2, 2006.

Copy of **revised** job description and eligibility list are attached.
Range 47 - \$1035 - \$1954 Bi-weekly

9. Request to conduct a Civil Service examination for the **Water & Sewers Inspector Trainee** position with the following criteria:
- a. In house
 - b. 60% Written
 - c. 40% Education/Experience
 - d. Must obtain a minimum score of 70% on the written examination.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **new** job description is attached. (No eligibility list on file.)
Range 43 - \$790 - \$1457 Bi-weekly

10. Notice to the Personnel Board of the **Proposed Ordinance amending the City of Hialeah's Civil Service Rules and Regulations**, reading:

ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA AMENDING THE CIVIL SERVICE RULES AND REGULATIONS AND IN PARTICULAR, REVISING AND RENAMING RULE V. APPLICATIONS, ENTRANCE EXAMINATIONS, PROMOTIONS AND ASSIGNMENTS, SECTION 8. PROMOTIONS AND ASSIGNMENTS, SUBSECTION (g)(2) TO SUBSECTION (h) TO PROVIDE FOR APPOINTMENT OR ASSIGNMENT OF PERSONNEL TO NON-CIVIL SERVICE MANAGERIAL POSITIONS WITHIN THE POLICE DEPARTMENT; AND REVISING AND RENAMING RULE V. APPLICATIONS, ENTRANCE EXAMINATIONS, PROMOTIONS AND ASSIGNMENTS, SECTION 9 FIRE PROMOTIONS AND ASSIGNMENTS, SUBSECTION (i) TO SECTION (j) TO PROVIDE FOR APPOINTMENT OR ASSIGNMENT OF PERSONNEL TO NON-CIVIL SERVICE MANAGERIAL POSITIONS WITHIN THE FIRE DEPARTMENT; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING PENALTIES FOR VIOLATION HEREOF; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

11. Request to approve **July Personnel Board Meeting Summer Recess**.

12. Request to hear **Unfinished Business.**

13. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: "August 2, 2010"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.